

Lynchburg Parking Authority Minutes
City Hall – Second Floor, Training Room
900 Church St., Lynchburg, VA, 24504
Tuesday, October 8, 2013
3:00 P.M. – 4:00 P.M.

Members Present: Chairman, Brandon Farmer
Vice Chair, Ed Koepenick
Council Member, Randy Nelson
Tobi Jaeger
Thorne McCraw
Jackie Wilkes

Members Absent: Urs Gabathuler

Staff Present: Norman Hale, Lee Newland, Don DeBerry, Gaynelle Hart, Kent White, Anna Bentson, and Charisse Curtis

Others Present: John Judge (Desman Associates), Ron Staton [Central Virginia Criminal Justice Training Academy (CVCJTA)], Alicia Petska (News & Advance)

The meeting was called to order by Chairman, Brandon Farmer.

The August 13, 2013 & September 10, 2013 meeting minutes were approved 6 to 0.

No Comments from the Public

No Comments from Authority Members

No Informational Briefs & Updates – Deferred until the next regular Parking Authority Meeting.

No Reports

Action Items

- Desman Report - Parking Deck Feasibility Plan
 - ◆ John Judge, Desman Associate, presented the conceptual drawings for the proposed 12th Street parking deck, cost analysis, geotechnical test results, and historic façade design examples. Lee Newland, City Engineer, presented the Environmental Phase I and Phase II test results.
 - **Reasons for selecting site at 12th and Commerce Street**
 - (a) Currently being used for parking.
 - (b) Very strong pedestrian connectivity (corridors to Main Street business district, Bluffwalk, and Riverwalk).
 - (c) Large footprint
 - (i) 300 feet long by 128 feet wide.
 - (ii) The minimum dimensions needed to build a reasonably efficient free-standing parking structure are about 155 feet in length by 122 feet in width.
 - **Site and Program Evaluation**
 - (a) The property has 15 feet of crossfall along 11th Street and 10 feet of crossfall along 12th Street.
 - (b) There is approximately 20 to 25 feet of bedrock beneath the site. Garage will be founded on very heavy columns. Columns will be supported by concrete filled piers that will be drilled into the bedrock.

- (c) The parking facility is owned by two property owners: CVCJTA (Central Virginia Criminal Justice Training Academy) and IWT (Innovative Wireless Technology), 1110 - 1112 Main Street and 1100 Main Street respectively.
 - (i) The stairwell/elevator tower of 1112 Main Street would need to be demolished to create the ideal parking deck footprint. Provisions will need to be made to make a joint stairwell/elevator with 1112 Main Street and the parking structure.
 - (ii) To create a pedestrian walkway to Main Street the first story of 1110 Main Street will have to be removed.
 - (iii) The owners of 1100 Main Street would like to preserve access to their loading dock.
 - (d) The parking facility was once a service station.
 - (i) The City hired an Environmental Engineer to conduct Phase I Environmental testing on the soil and ground water at the site. Odors and contaminants were found in the samples.
 - (ii) The City ordered Phase II Environmental tests. The results concluded there are small amounts of petroleum in the samples and will be reported to Virginia Department of Environmental Quality. The Environmental Engineers reported that the amount of petroleum was so minimal that it will not present a hazard or harm to the public once the site is filled with concrete and paved over.
- o **Potential Parking Deck Features**
 - (a) Approximately 500 spaces will be built in the deck
 - (i) Currently there are approximately 120 – 130 spaces in the lot.
 - (b) 5 level parking structure and 4 ramping trays
 - (i) 45 – 50 feet high.
 - (ii) Parking structure will be marginally taller than the surrounding buildings.
 - (c) Single threaded helix, two-way traffic ramp. Parking will be provided on the ramp. Ramp slope will not exceed 5% to prevent customers from slamming their car doors into the neighboring customer's vehicle.
 - (d) Flat bay located at Commerce Street with the ramping built near the rear face of the parking structure.
 - (e) Entrance to the facility will be located at Commerce Street near the 11th Street intersection.
 - (f) Zero lot line along Commerce Street (admissible in the Lynchburg historic district).
 - (g) Stairwell tower at 12th and Commerce Streets.
 - (h) Pedestrian walkway providing flat connectivity to Main Street (requires removal of the first level of 1110 Main Street).
 - (i) "One-Size-Fits-All" parking spaces - 8.5 feet wide by 18 feet long.
 - (j) Handicap accessible parking will be provided per Virginia state requirements.
 - (k) Minimum 24 foot wide drive aisles for two-way traffic (2 – 12 foot lanes). Minimum 26 foot wide end bay drive aisles for improved turning maneuverability.
 - (l) Downtown historic masonry facade.
 - (m) For Consideration: provide spaces for electric car parking with recharging stations.
- o **Estimated Construction Costs**
 - (a) Parking deck construction cost estimate is \$8,000,000 (\$15,500 per space)
 - (b) Includes 10% design contingency
- o **Estimated Construction Timeline**
 - (a) Facility Design – 4 months
 - (b) Procurement – 2 months
 - (i) Potentially procurement can run concurrently with the design phase. However, typically it does not occur with municipal projects.
 - (c) Construction – 10 to 12 months
- ◆ **Questions and Answers**
 - o Vice Chair, Ed Koepenick: Will there be vehicular access to Main Street?
 - o Mr. Judge: Vehicular access to Main Street is not necessary given the existing traffic pattern. In fact, it would probably hurt the existing character pattern of downtown and interfere with the current pedestrian walkway.

- Mr. Farmer: Does the \$8,000,000 construction cost estimate include the changes that would need to be made to 1112 and 1110 Main Street?
- Mr. Judge: Yes.
- Mr. Koepenick: Have the City Engineers received a line item estimate of the construction costs (i.e. demolition, procurement, etc.)?
- Mr. Judge: Yes. A line item breakdown was included in the draft report and will be included in the final report.
- Tobi Jaeger: Is it correct that the \$8,000,000 is just pure construction costs and does not include acquisition of the property?
- Mr. Judge: That is exactly correct. It does not include property acquisitions, real estate fees, construction inspections, design fees or financing fees.
- Ms. Jaeger: Norman, in the discussions you have had with CVCJTA and IWT, will they be reserved non-revenue generating spaces for the use of their properties?
- Parking Manager, Norman Hale: CVCJTA needs 150 spaces and IWT needs 100 spaces. I would not say that they will not be generating revenue – it depends on what arrangements are made and how the facility will be managed.

Old Business Items to Discuss

- Downtown Parking Deck Feasibility Plan and Construction and Dumpster Permits
 - ◆ Mr. Koepenick: Why haven't we received and reviewed the final package with the recommendations to City Council regarding the Downtown Parking Deck Feasibility Plan and Construction and Dumpster Permits?
 - ◆ Mr. Hale: City Council requested that we present a comprehensive package, and we needed the cost analysis and parking deck site test results presented today to complete that package. Now that we have the report, we should hold a final public meeting to present the parking deck concepts we have been presented today. I recommend either condensing our next regular meeting to hold the public meeting or holding the public meeting in lieu of the regular meeting. After the meeting, the Parking Authority should review the final package, compile the public input, and suggest the funding of the deck.
- Weekend On-street Parking – Commerce Street
 - ◆ Mr. Nelson: I have received several complaints from businesses about on-street parking on Commerce Street during the weekends. The businesses experience peak sales during the weekend, however, the influx of residents are using all the on-street spaces. It appears to the customer that there are no parking spaces and they do not stop to shop. Is there any way to enforce the parking time limitations on the weekend during peak sale hours? This area seems to be experiencing the same problem that we had with the Community Market parking lot.
 - ◆ Mr. Hale: The Community Market parking lot is different because the Parking Authority had authority over off-street facilities. Currently, we do not have any on-street authority. Weekend enforcement of on-street parking would have to be recommended to and approved by City Council.
 - ◆ Mr. Nelson: This may be something the Parking Authority may want to look into, vet the issues, and make a recommendation to City Council.
- 1001 Commerce Street, LLC
 - ◆ Ms. Jaeger: Has the temporary parking enforcement arrangement of the Main Street level of the 1001 Commerce Street facility been successful? How many tickets have been issued?
 - ◆ Mr. Hale: It has been going well. We have issued approximately 30 tickets.

- ◆ Mr. Farmer: I haven't seen too many of the orange citation envelopes on the vehicles, but I have seen the Parking Ambassadors assisting the customers and showing them how to use the parking pay station.
- ◆ Mr. Hale: The number of tickets has decreased over the past couple of weeks as customers are becoming accustomed to using the pay station and with the Parking Ambassadors helping the customers.

No New Business Items

Chairman, Brandon Farmer adjourned the meeting.

Next Steps

- Next meeting will be held on November 12, 2013 at 3:00 P.M., City Hall, 2nd Floor, Training Room